

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**COMMUNICATIONS NETWORK INSTALLER**

**JOB DESCRIPTION**

Employees in this job complete and oversee communication network operations such as moves, adds, changes, rearrangements, and removals of state owned or leased communications equipment and/or facilities on state properties such as office buildings, prisons, and hospitals.

There are three classifications in this job.

**Position Code Title – Communications Network Installer-E**

Communications Network Installer 8

This is the intermediate level. The employee performs communications network installation work while learning and developing skills under the direction of a higher-level communications network installer.

Communications Network Installer E9

This is the experienced level. The employee performs a full range of communications network installation assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

**Position Code Title – Communications Network Installer-A**

Communications Network Installer 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level communications network installers, and performs experienced level communications network installer assignments; or, the employee functions as a senior-level communications network installer, performing the most complex assignments.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects and evaluates communications network equipment to ensure that it operates correctly, efficiently, and safely; determines whether equipment and new installations meet industry standards.

Performs the moves, adds, changes, rearrangements, and removals of state owned or leased communications equipment and/or facilities.

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Performs maintenance functions required to repair facilities and equipment problems reported by customers.

Performs routine preventative maintenance as required.

Prepares necessary documents to ensure proper records and billing of services relative to completed service orders and trouble reports.

Communicates regularly with the Telecommunication Service Center and others to ensure priority changes can be met.

Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment.

Places, connects, and tests various types of communications network wire between telephone closets and workstations.

Disassembles, repairs, and reassembles or replaces defective equipment such as switches, controls, hand sets, switchboards, etc., using hand tools, test equipment, and service manuals.

Tests installations to check the circuit and the compatibility and safety of all components using test equipment such as an ohmmeter, ammeter, voltmeter, oscilloscope, data tests sets, or T1 tester.

Inspects and evaluates equipment to ensure that it operates efficiently and safety; determines whether equipment and new installations meet requirement of the industry.

Pulls wire through conduits, raceways, and through ceilings.

Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.

Cleans and maintains tools and performs routine maintenance on special equipment used in installation work.

May assist in training lower-level communications network installers and others.

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Communications Network Installer 10 (Crew Leader)**

Assigns work to lower-level communications network installers.

Provides instruction and training in the proper methods and processes necessary to carry out assignments.

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Reviews job performance by observing and critiquing work techniques and completed assignments.

Develops plans and estimates for projects; includes determining time, equipment, and human and material resources needed to complete the work.

Prepares written reports on ongoing projects and on the condition of equipment.

#### **Communications Network Installer 10 (Senior)**

Performs the most complex communications network installer activities on a regular basis.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles of electricity and electronics.

Knowledge of any electrical codes which may typically apply to the work assignment.

Knowledge of the standard methods, materials, tools, and equipment of the telecommunications trade.

Knowledge of the potential occupational hazards connected with associated work and the safety standards and practices, which should be applied.

Knowledge of installing horizontal wiring products and other products associated with communications network installations.

Knowledge of telecommunications industry color coding standards and component terminology.

Skill in the use of the tools of the telecommunications trade.

Skill in the installation of communications devices.

Skill in diagnosing the cause of communications breakdowns.

Skill in repairing and adjusting communications devices.

Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.

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Ability to study and comprehend new technology.

Ability to make mathematical computations.

Ability to work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.

### **Additional Knowledge, Skills, and Abilities**

#### **Communications Network Installer 10 (Crew Leader)**

Ability to explain instructions and guidelines to others effectively.

Ability to assign work to employees.

Ability to prioritize the work of others.

Ability to organize and coordinate the work of the unit.

### **Working Conditions**

Work may be performed from ladders or in cramped spaces; and involves maintaining proper color coding standards for large volumes of cables.

### **Physical Requirements**

The job duties require an employee to bend or stoop in confined places.

The job duties require an employee to climb high structures and work at unusual heights (50' to 500').

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Communications Network Installer 8**

Two years of experience assisting in the telecommunications trade.

#### **Communications Network Installer E9**

Four years of experience assisting in the telecommunications trade including two years of experience equivalent to the Communications Network Installer 8 in state service.

#### **Communications Network Installer 10**

Five years of experience assisting in the telecommunications trade including one year equivalent to the experienced Communications Network Installer 9 in state service.

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### **Alternate Education and Experience**

Completion of an associate's degree in electronics may be substituted for two years of experience assisting in the telecommunications trade.

### **Special Requirements, Licenses, and Certifications**

Some positions within this job are assigned duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

| <b><u>Job Code</u></b> | <b><u>Job Code Description</u></b> |
|------------------------|------------------------------------|
| COMNETINR              | Communications Network Installer   |

| <b><u>Position Title</u></b>       | <b><u>Position Code</u></b> | <b><u>Pay Schedule</u></b> |
|------------------------------------|-----------------------------|----------------------------|
| Communications Network Installer-E | COMNINRE                    | A31-009                    |
| Communications Network Installer-A | COMNINRA                    | A31-012                    |

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